



Phoenix Foundry

Online Design and Ordering System

User Manual

Phoenix Foundry, 44 Duke Street, PO Box 5, Uralla NSW 2358, Australia
Tel. (02) 6778 4803, Fax. (02) 6778 5069
orders@phoenixfoundry.com.au www.phoenixfoundry.com.au



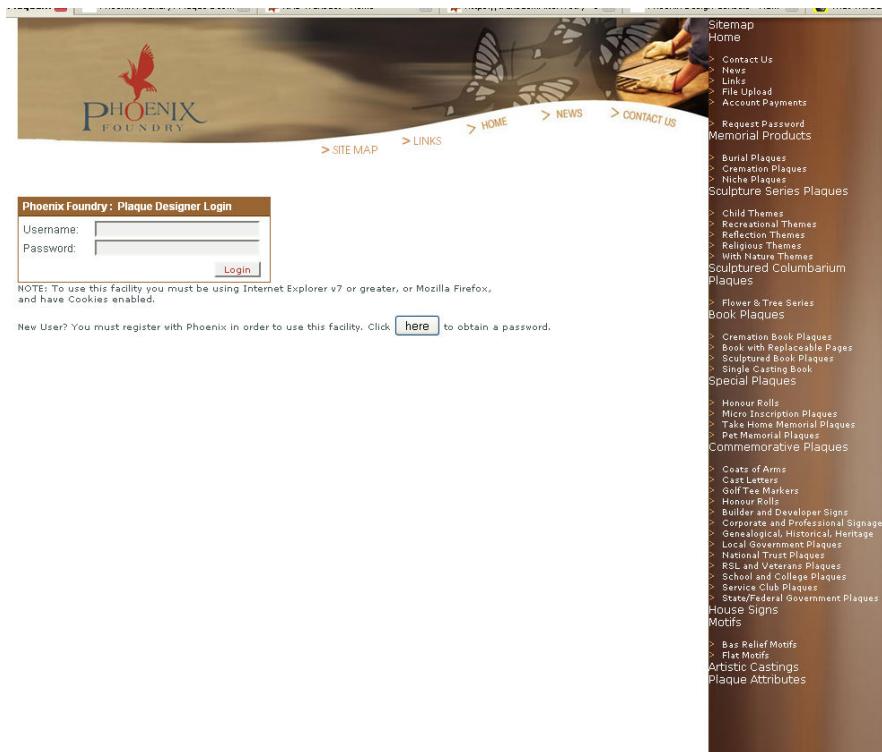
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Login

- Navigate your browser to www.phoenixfoundry.com.au/designer/
- You will be presented with an initial login screen as below.
- You must be issued with a Username and Password. (If you do not have one, please contact Phoenix Foundry to be issued with one.)



- Enter your username and password and press "Login".

PLEASE NOTE: Usernames and Passwords are cAse SensiTiVe

You must be using Internet Explorer 7 or higher or Mozilla Firefox and have cookies enabled for this design system to work properly. Earlier versions of Internet Explorer will not render the pages correctly and will make the site very hard to use.

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Main Screen

- Once you have logged in you will be presented with the main Search and Selective Screen.
- This screen enables you to organise, select and search your designs.

Search Fields (points to the search bar)

Design List (points to the list of designs on the right)

thumbnails (points to the grid of thumbnail images)

Phoenix Designs (title bar)

Logout (top right button)

Search For Designs (section title)

Containing (dropdown menu)

In Category (dropdown menu, showing 'All' selected)

Width (dropdown menu)

Height (dropdown menu)

Type (dropdown menu)

Reset (button)

Search (button)

Select A Design (section title)

Daffodils 380 x 280

Daffodils 560 x 300

Dolphins 380 x 215

Dolphins 380 x 280

Dolphins 560 x 300

Friendship 380 x 215

Friendship 380 x 280

Friendship 560 x 300

Delete Selected Design (button)

Load Selected Design (button)

latest (Thumbnail)

abtest (Thumbnail)

Affinity 380 x 215 (Thumbnail)

Affinity 380 x 280 (Thumbnail, highlighted with a red border)

Affinity 560 x 300 (Thumbnail)

bbtest (Thumbnail)

Church on the Hill 380 x 215 (Thumbnail)

Church on the Hill 380 x 280 (Thumbnail)

200 x 250mm

400 x 500mm

560 x 300mm

380 x 280mm

250 x 200mm

380 x 215mm

380 x 280mm

Save PDF

Last Ordered 29th October 2009

Last Ordered 26th October 2009

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Search Current Orders

My Designs

- This tab displays all your saved designs (this will be blank if you have not created any designs or Phoenix has not created any for you).
- All designs are searchable by a number of different ways
- You can search based on:
 - Names, codes or descriptions you have given to your designs
 - Category
 - Width and/or height
 - Type – either
 - All
 - Templates
 - Ordered
 - Proofs
- Alternatively you can scroll through the thumbnails of your saved designs to find the one you're after or select them from the list in the box on the top right.

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Phoenix Designs

- This screen is where you can search through the many designs and sizes that Phoenix has to offer.
- This screen is completely searchable – it is recommended that you use the search function to narrow your options as there are many designs to choose from.

My Designs Phoenix Designs Logout

Search For Designs

Containing

In Category

Width Height

Reset Search Load Selected Design

Select A Design

Affinity 380 x 215 -
Affinity 380 x 280 -
Calvary - 560x300
Church on the Hill 380 x 215 -
Church on the Hill 380 x 280 -
Church on the Hill 560 x 300 -
Climbing Roses 380 x 215 -
Climbing Roses 380 x 280 -

Affinity 380 x 215 380 x 215mm	Affinity 380 x 280 380 x 280mm
Calvary 560x300 560 x 300mm	Church on the Hill 380 x 215 380 x 215mm
Church on the Hill 380 x 280 380 x 280mm	Church on the Hill 560 x 300 560 x 300mm
Climbing Roses 380 x 215 380 x 215mm	Climbing Roses 380 x 280 380 x 280mm

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- The quickest way to search is by putting what you're after in the “Containing” field.
- For example putting the words “church” in this field will give you all the designs with church in their name. You can further narrow this down by adding more terms or selecting a size (either width or height or both).
- You can open any Phoenix Design and save it in My Designs for future use.
- Each design can be tailored to suit your needs and either saved and ordered as a “one off” or can be kept as a template for future designs.
- Your Designs can be opened, amended and saved as many times as you wish.



Loading/Selecting a plaque:

- Once you have found the design you're after, click on it then click "Load Selected Design" as below:

Load Selected Design Button

Initial Text Entry

- After you load your design you will be presented with the opportunity to change the text of your selected design.
- This is totally optional as the text can also be changed once in design mode.
- Once you wish to proceed to design mode click on the "Start Working On Design Now" button located at the bottom of the screen.



Designing a plaque:

- The Design Screen above is the main layout screen for designing your marker or plaque.
- Any item on the screen can be changed, moved, edited and altered to suit your needs.
- Clicking on any item in the design will change the focus to that item.
- It will also alter the "Change" fields below the plaque so that you can make changes to the item you have selected.

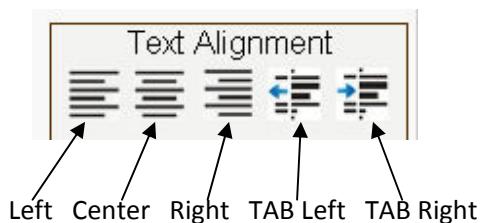
Moving Items

- Any item on the design (text, motif or detachable) can simply be dragged with the mouse to where you want it.
- Alternatively you can use the Object and Text Alignment buttons (as explained below) to move the item in precise increments.



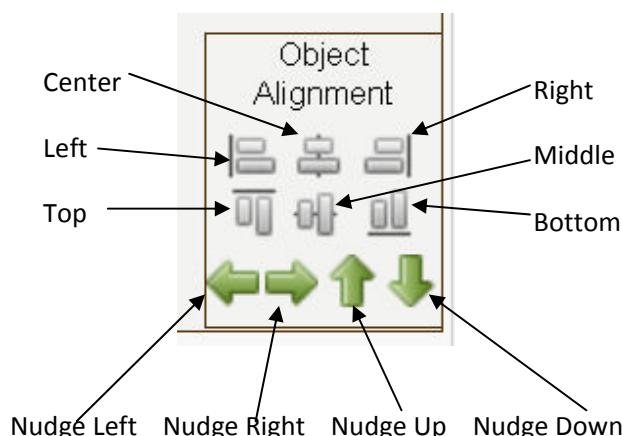
Text Alignment:

As can be seen in the picture above all previous plaques will load with the text being out of alignment, this is because the text align feature has been improved. Now to align text all that is needed is to click on the text to be moved then click one of the align buttons in the bottom right corner (see below). Text can also be moved freely with the mouse.



Object (Motif, Det) Alignment:

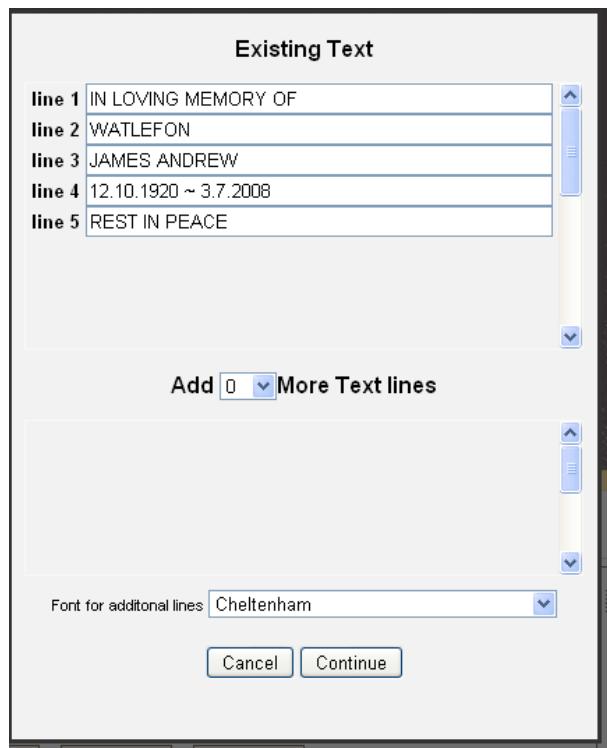
Like text boxes these can still be moved freely with the mouse. However several Object alignment buttons have been added below the text align buttons for easy alignment. These buttons will also work on text objects.





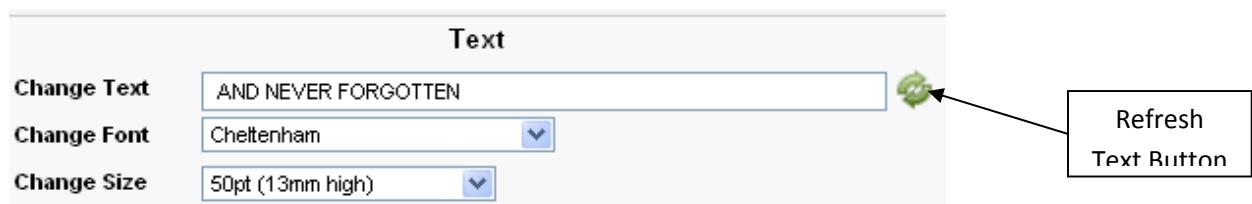
Adding/Editing Text:

Simply click the “Add Text” button in the upper left corner under your design. This now brings up a new interface as can be seen below.



This new interface now permits all existing text on the design to be changed at once while in consultation with your client. Simply click into each field and change the text or press the TAB key to move between fields. To remove a line of text, simply delete the contents of the field. To add new text simply select how many lines you would like then type into them. Once complete, click “continue” to return to your design.

- Text can also be edited by clicking on the line of text you want changed.
- Then make your changes and click the refresh text button,

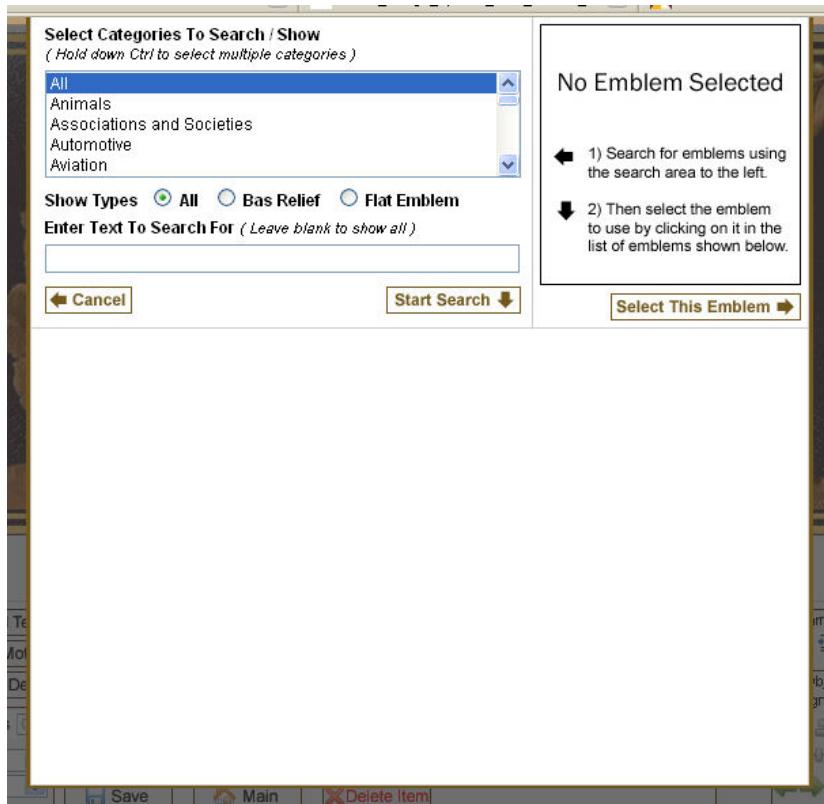


- The changed text will now be presented in the Design Screen.

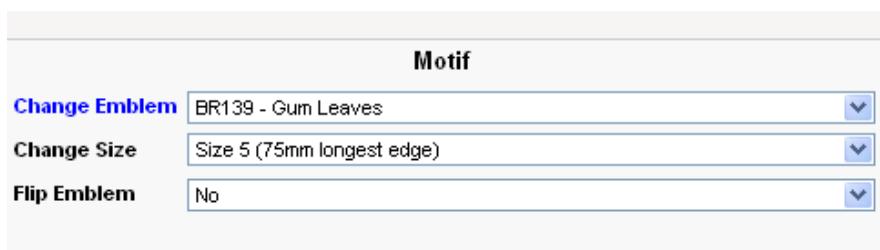


Adding/Editing an Emblem/Motif

Simply click the “Add Motif” button in the upper left corner under your design. This now brings up a new interface as can be seen below.



- From this interface you can search our library by name, number or category.
- If searching by text, make sure the category “All” is selected.
- Once you have found the emblem/motif you are looking for, click on its thumbnail and then click “Select this Emblem”.
- Motif/Emblems can also be edited by clicking the motif/emblem you want changed.
- Simply make your design change and the image will update automatically.



- Clicking the blue link “Change Emblem” will bring up the Emblem/motif search field again allowing you to change your selected image.

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Adding/Editing a Detachable Plate

Simply click the “Add Det” button in the upper left corner under your design. This now brings up a new interface as can be seen below.

Add a New Detachable

Scroll Type	DY - 142mm x 69mm (5 Lines)
Name	<input type="text"/>
Dates	<input type="text"/>
Text Line 1	<input type="text"/>
Text Line 2	<input type="text"/>
Text Line 3	<input type="text"/>

Motif

Cancel **Continue**

- Select the correct size and type of detachable from the drop down list
- Enter your text in the appropriate fields
- Click “Continue”, and you will now be returned to the design screen.

- Detachable can also be edited by clicking on the detachable you want changed.
- Make your changes and click the refresh text button to apply them

Detachable

Change Det	DY - 142mm x 69mm (5 Lines)		
Name	ELIZABETH (LIZ)	Dates	6.2.1934 TO 9.1.2007
Text Line 1	LOVED WIFE OF	Text Line 2	PETER AND LOVING
Text Line 3	MOTHER OF	Text Line 4	<input type="text"/>

Refresh Text Button



Changing the Border, Edge and Background

- Click anywhere on the background
- Select the background type from the drop down list
- The background type of “Clear” should only be used for Columbarium Wreath plaques
- Select the border type from the drop down list
- Select the edge type from the drop down list (note not all edges are available on all plaques, this may mean you will receive a message informing you that your edge choice is not a mainstream product.)

Deleting Items

- Any Item except for the border, background and sculpture series emblems can be deleted.
- Select the item you wish to delete
- Click on “Delete Item”
- Click OK to confirm your deletion

• If you wish to undo your deletion you can simply click on  and reload the saved design from My Designs.

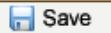
However – This will mean that any other changes you have made will not be saved; you will effectively be starting again.

Returning to the Main Screen (My Designs)

- If you wish to return to the main screen you see upon first login titled the “My Designs” screen you can do so by clicking , however this will mean that the current design you are working on will not be saved. If you wish to save or order your plaque before returning to the main screen you will need to click  first.



Saving Your Design or Template

To save your design click  in the design screen, then you will be presented with the save design screen as seen below.

- **ALL DESIGNS MUST BE SAVED BEFORE ORDERING**
- **ALL DESIGNS MUST BE SAVED BEFORE CLOSING THE BROWSER OR LEAVING THE SITE.**

- This screen has several important elements to it:
 - **Save As New Design Code** – Every design MUST have a UNIQUE code to identify it in the database. For example, you could use your order number or some other unique identifier. This code will be appended to the “Title” you enter below to provide a more meaningful description. If you enter a code that has already been used you will be prompted that you are about to overwrite an existing code.
 - **Overwrite Existing Code** – If this is an updated layout of an existing job or if you are updating a template, select the design you wish to update from the drop down list. You will be prompted to confirm that you are overwriting an existing design.



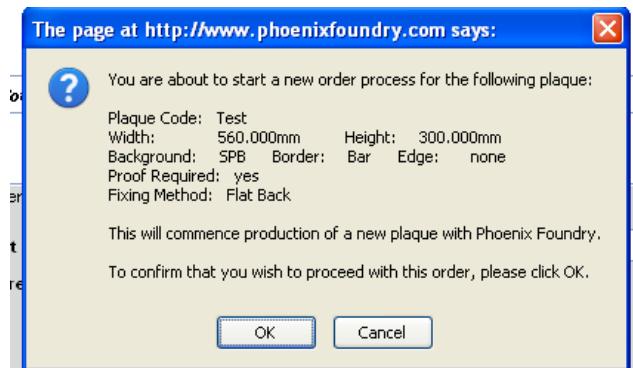
Saving Your Design (cont.)

- **Save this design as a template** – if this design is intended to be re-used in the future as a template for other designs, check this box and the design will be designated as a template
- **Title** – this further helps to identify your design. This would most likely be the name on the plaque as this will make searching for a particular design easier. Text entered here will be appended to the code above which will appear in all the lists of designs presented to you on other screens.
- **Description / Special Instructions** – this is optional. But it can be used to further describe the plaque or to provide special instructions regarding the manufacture of the plaque to Phoenix, for example special fixing requirements.
- **Internal Instructions** – This can be used to record information regarding the plaque for your own internal use, as anything entered in this field is not sent to Phoenix upon ordering. For example plaque to be fitted before 14/11/2009 by Glen.
- **Order Contact Person** – **(Compulsory field when plaque is ordered)**. This is the person that Phoenix will contact regarding the ordered plaque.
- **Layout Required for Approval (Proof)** - **(Compulsory field when plaque is ordered)**. If yes is selected a layout of the plaque will be sent to you by our designers for final approval before the plaque goes into production. Otherwise if no is selected the plaque will commence production without any further approval.
- **Fixing Method** - **(Compulsory field when plaque is ordered)**. This is an indication of the type of fixing that will be attached to the plaque. Any additional comments or instructions regarding fixing can be added to the Description / Special Instructions field.
- **Save Proof** – click this to save your proof
- **Close** – if you wish to return to the Design screen without saving, click the “Close” button



Ordering Your Design

- Once you are ready to place your order with Phoenix, follow the procedure for saving the plaque as above and then click on “Order Plaque”. Please note that when ordering a plaque the following fields are compulsory;
 - Order Contact Person
 - Layout Required for Approval (Proof)
 - Fixing Method.
- Click on “Overwrite Existing Design” if ordering an already saved design
- You will be prompted to confirm your order as follows:



- Clicking OK will place an order with Phoenix Foundry. Production will usually commence within 24 hours of receipt of order (unless you've requested a proof).
- Your design will be marked as ordered and can be located by searching for “Orders” in My Designs

***Please note that once a plaque has been ordered any changes you make to it on the Plaque Designer will not be known by Phoenix. If you need to alter an ordered plaque you will need to contact Phoenix directly to request changes.**



Printing or Emailing Your Design



- Once your design has been saved or ordered you can click on “Save PDF”, located in the bottom right hand corner of each plaque preview in My Designs.
- This will open a new window with a PDF version of your design complete with a detailed list of all items entered into the design.
- This can be saved, printed or emailed as you wish.



Tracking Your Order

- Once you have ordered your plaque you can track its progress through our factory in real time. This will enable you to verify what stage a particular job is up to without having to wait for us to respond to your email request.
- Click on the "Search Current Orders" button at the bottom of the My Designs page.

My Designs Phoenix Designs Logout

Search For Designs Select A Design

Containing 124 - 1231234
In Category 222 - 1231234
All 333 - 123
Sculpture Series - Child Themes
Sculpture Series - Recreational Themes
Sculpture Series - Reflection Themes
Sculpture Series - With Nature Themes
Width 36 x 13 - Template
All 380 x 215 - Template
Height 380 x 280 - Template
All 380 x 280 - Template
Type 400 -
All 400 -
Reset Search Delete Selected Design Load Selected Design

 IN LOVING MEMORY OF WATLEYON JAMES ANDREW 12.10.1900 - 27.2.2008 REST IN PEACE 380 x 280mm	380 x 280 Template Save Image Save PDF	 IN LOVING MEMORY OF WATLEYON JAMES ANDREW 12.10.1900 - 27.2.2008 REST IN PEACE 380 x 280mm	380 x 280 Template Save Image Save PDF
 WATLEYON JAMES ANDREW 12.10.1900 - 27.2.2008 REST IN PEACE 400 x 500mm	400 Save Image Save PDF	 IN LOVING MEMORY OF WATLEYON JAMES ANDREW 12.10.1900 - 27.2.2008 REST IN PEACE 400 x 500mm	400 x 500 Template Save Image Save PDF
 IN LOVING MEMORY OF WATLEYON JAMES ANDREW 12.10.1900 - 27.2.2008 REST IN PEACE 560 x 300mm	560 x 300 Template Save Image Save PDF	 IN LOVING MEMORY OF WATLEYON JAMES ANDREW 12.10.1900 - 27.2.2008 REST IN PEACE 380 x 215mm	addtest 380 x 215mm Save Image Save PDF
 IN LOVING MEMORY OF WATLEYON JAMES ANDREW 12.10.1900 - 27.2.2008 REST IN PEACE 380 x 215mm	Affinity 380 x 215 Save Image Save PDF	 IN LOVING MEMORY OF WATLEYON JAMES ANDREW 12.10.1900 - 27.2.2008 REST IN PEACE 380 x 280mm	Affinity 380 x 280 Save Image Save PDF

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- You will be presented with a search screen as below:

Search Orders Database

Select fields to search, any combination of fields can be used

Customer Name: nathan

PHX Order No:

Plaque Text:

Order Status:

Order Proof Quote Completed
 All Current Jobs Invoiced

Search **Reset**

Please push button ONCE only. Large searches may take some time. Please be patient.

- If you know the Phoenix Order Number or the Plaque Text, just enter this information and press "Search"
- Alternatively, you can leave these fields blank and search the Order Status of either:
 - Order – plaques in production
 - Proof – plaques not yet approved for production
 - Quote – plaques being quoted on
 - Completed – plaques finished and awaiting dispatch
 - All Current Jobs – plaques with a status of any of the above
 - Invoiced – plaques already dispatched to you this financial year (July to June)
- You will be presented with a list of jobs that match your search criteria

Order No	Status	Customer Code	Plaque Text	
152705	Ordered	nathan	11111111111111111111	
Description	In	Keyed Proofed Pattern Moulded Cast Failed Painted Urgent Dispatched Connote Number	track	
PPD-Flat Back-560x300-SDB	27/01/2010			
Quote Info				

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Adding new Plaque Sizes/Templates

To have a new plaque template (a new size plaque) added to “My Designs”, please sent an email to orders@phoenixfoundry.com.au , in the email please ensure we know what company you are from and the size of the plaque you require. Our customer service team will up load the new template as soon as possible.

Help/Technical Support

If you have any technical queries relating to the website or the Plaque Designer itself, please contact Nathan our Information Technology Manager/Programmer.

Email: nathan@phoenixfoundry.com.au

Phone: (02) 6778 4803